

# BSO Tutorial for Tax Year 2012



## W-2 Online

Contains the following lessons:

- [Lesson 1: Create/Resume Forms W-2 Online](#)
- [Lesson 2: Download Submitted Reports](#)
- [Appendix: Other Pages](#)

## LESSON 1: CREATE/RESUME FORMS W-2 ONLINE

Follow the instructions below to create up to fifty reports with fifty Forms W-2 in each report.

**STEP 1:** Point your browser to the Business Services Online (BSO) “Welcome to Business Services Online” page: [www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/bsowelcome.htm).

**Social Security**  
The Official Website of the U.S. Social Security Administration

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Home Business Services Online

### Business Services Online

**Welcome**

The [Business Services Online Suite of Services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

**Attention All BSO Users**

The Business Services Online web site will be unavailable from 9:00 PM EST on Friday, December 7, 2012 until 5:00 AM EST on Monday, December 10, 2012. Beginning December 10, 2012, BSO will begin accepting W-2s and W-3s for Tax Year 2012.

**Attention Wage Reporting Employers and Submitters that use Electronic Data Transfer (EDT) Files**

The deadline for calendar year 2012 processing of EDT files is 2 PM Eastern Standard Time on Friday, December 7, 2012. Any EDT files transmitted after this deadline will be received, but will not be processed until January 2013. After we begin processing in late January 2013, it could take a few weeks to process the backlog.

The [Complete Phone Registration](#) option is provided to individuals who began their Business Services Online registration by phone and need to create a password.

[Información para el Empleador en Español](#)

**Business Services Online**

[Log In](#)  
[Register](#)  
[Complete Phone Registration](#)

**Business Services Online (BSO)**

[Hours of Operation](#)  
Monday - Friday: 5 AM - 1 AM ET  
Saturday: 5 AM - 11 PM ET  
Sunday: 8 AM - 11:30 PM ET

- [+ For Employers](#)
- [+ For Attorneys & Appointed Representatives](#)
- [+ Social Security Number Verification Services \(SSNVs\)](#)
- [+ Consent Based Social Security Number Verification Service \(CBSV\)](#)

Home  
English  
Español  
Other Languages

Policy  
FOIA  
No FEAR  
Privacy  
Web Accessibility  
Website Policies

Related Websites  
USA.gov  
Benefits.gov  
MyMoney.gov  
Regulations.gov  
Other Government Websites

Organizational Info  
Site Map  
About Us

Last reviewed or modified 11/16/2012

**STEP 2:** Select the **Log In** button on the BSO “Welcome to Business Services Online” page. The system displays the “Log In to Online Services” page.

**STEP 3:** Enter your User ID and Password.

**STEP 4:** Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.

Select the **Log In** button to display the “[BSO Main Menu](#)” page.

To return to the BSO “[Welcome to Business Services Online](#)” page, select the **BSO Welcome** link at the top or bottom of the page.

The screenshot shows the 'Business Services Online' main menu. On the left, there are four sections: 'ERESUB VALIDATION' with a 'Logout' button; 'Manage Account' with links for 'View / Edit Account Info', 'Change Password', and 'Disable Account'; 'Manage Services' with links for 'View / Edit Services', 'Request New Services', 'View Pending Services', and 'Enter Activation Code(s)'; and 'Manage Employer Information' with links for 'Add/Update Employer Information' and 'Remove Employer Information'. The main content area on the right has a 'Main Menu' header, a 'HELP' link, a welcome message for 'ERESUB VALIDATION' stating the password expires on May 05, 2009, and two main service links: 'Report Wages To Social Security' (with sub-points: Submit, download or process W-2s and W-2cs; View submission status, acknowledge resubmission notices or Request resubmission extensions; View errors and error notices for wage files and/or wage reports submitted by or for your company) and 'Social Security Number Verification Service' (with sub-points: Request online SSN verification, or Submit files for SSN verification). The top and bottom navigation bars include 'Social Security Online', 'www.socialsecurity.gov', and links to 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'.

**STEP 5:** Select the **Report Wages To Social Security** link on the “BSO Main Menu” page. The system displays the “Wage Reporting Attestation” page.

The screenshot shows the 'Wage Reporting Attestation' page. It features a header with 'Social Security Online', 'Business Services Online', 'www.socialsecurity.gov', and navigation links for 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main heading is 'Wage Reporting Attestation'. Below it is a section titled 'User Certification for Electronic Wage Reporting' containing a paragraph: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.' This is followed by a statement: 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.' At the bottom of this section are two buttons: 'I Accept' and 'I DO NOT Accept'. A footer at the very bottom provides contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

**STEP 6:** Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the [EWR home](#) page.

To return to the “[BSO Main Menu](#)” page, select the **I DO NOT Accept** button.

Social Security Online
Business Services Online

www.socialsecurity.gov
BSO Main Menu | BSO Information | Keyboard Navigation | Logout

## Electronic Wage Reporting (EWR)

### Reporting Wages to Social Security

Forms W-2/W-3 Online

Forms W-2c/W-3c Online

Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 50 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 50 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 50 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#)

A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

#### Submission Status

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

#### Employer Report Status

[View Employer Report Status](#)

Check wage report status or view errors for reports submitted for your company by a third party.

#### Resubmission Notice

If you received a Resubmission Notice, you may use the following link to request a one-time 15-day extension of the deadline:

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

[Alerts and News for EWR](#)

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

**Online Tutorials & Training**

[Wage Reporting Handbook](#)

[SSN Verification Handbook](#)

[Online Registration Handbook](#)

[Online Tutorial](#)

[FAQs - General Employer](#)

**Other Useful Information**

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 7:** On the EWR home page:

Forms W-2/W-3 Online tab is default.

Select the **Create/Resume Forms W-2/W-3 Online** link. If there are no unsubmitted reports, the system displays the “[Before You Create Your Form\(s\) W-2/W-3](#)” page. If there are unsubmitted Forms W-2/W-3, the system displays the Forms W-2/W-3 Online “[Unsubmitted Reports](#)” page.

*You may have a maximum of fifty unsubmitted reports at one time. When you have reached the fifty “saved” report limit, you must first submit at least one of the unsubmitted reports in order to be able to start a new report. If there are forty-nine or fewer reports, you may continue without submitting the existing reports.*

Social Security Online
Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

## Forms W-2/W-3 Online

### Unsubmitted Reports

You have 11 saved reports that you have not yet submitted.  
To resume a previous report, select the "Edit" button next to the report.

**Note:** Unsubmitted reports are deleted if you do not resume working with them before the purge date.

	Employer Name	EIN	# of Form(s) W-2	Save Date ▲	Purge Date
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	942728480	0	07-20-2011	11-17-2011
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	942728480	0	07-20-2011	11-17-2011
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	942728480	0	07-25-2011	11-22-2011
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	942728480	0	07-26-2011	11-23-2011
<a href="#">Edit</a> <a href="#">Delete</a>	X	942728480	0	07-27-2011	11-24-2011
<a href="#">Edit</a> <a href="#">Delete</a>	2010 W3	942728480	1	08-02-2011	11-30-2011
<a href="#">Edit</a> <a href="#">Delete</a>	RT	942728480	0	08-08-2011	12-06-2011
<a href="#">Edit</a> <a href="#">Delete</a>	NEWB	042613297	2	08-12-2011	12-10-2011
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	042613297	1	08-12-2011	12-10-2011
<a href="#">Edit</a> <a href="#">Delete</a>	12345678901234567890123456789012345678901111111X	942728480	2	08-16-2011	12-14-2011
<a href="#">Edit</a> <a href="#">Delete</a>	PERMANENTE MEDICAL GROUP INC	942728480	3	08-16-2011	12-14-2011

Cancel
Start a New Report

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 8:** On the Unsubmitted Reports page:

Select the **Start a New Report** button. The system displays the “[Before You Create Your Form\(s\) W-2/W-3](#)” page.

Select **Edit** link or the Employer Name link to go to the “[W-2 List for this Submission](#)” page.

Select the **Delete** link to delete an unsubmitted report. The “[Are you sure you want to delete the unsubmitted report?](#)” page will be displayed.

Select the **Cancel** button to return to the [EWR home](#) page.

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**Forms W-2/W-3 Online**

**Before You Create Your Form(s) W-2/W-3**

Please answer the following questions:

▶ Please select the Tax Year:

▶ For whom are you filing?

▶ Please enter the EIN:

▶ Please select the type of W-2 Form (Regular or Territorial):

▶ Have you received a Reconciliation Letter? ☐ YES

I am creating this report because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

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**Check for Exceptions**

Does this wage report involve any of the following uncommon situations? [More Info](#)  
 If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you attempting to file Forms W-2c?
- Are you filing for wages earned in Puerto Rico?
- Are you filing for Self-Employed income that is not from a church or religious organization?
- Agent Indicator codes?
- Are you submitting [Third-party Sick Pay Recap Forms W-2 and W-3](#) described in part 6 of Internal Revenue Service publication 15-A?
- You are not going to work on any fields from Boxes 1 through 7 or Boxes 9 through 12.

☐ Yes, one or more of these situations apply to this wage report.

**Warning:** Be sure to select the correct information. You will not be able to return to this page when you select "Continue".

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

**STEP 9:** On the Before You Create Your Form(s) W-2/W-3 page:

Provide correct information related to Tax Year, company name, EIN and the type of W-2 Form you are creating. If you received a Reconciliation Letter, select the check box.

If none of the situations listed in the Check for Exceptions section apply, select the **Continue** button to go to the "[Employer Information for this Wage Report](#)" page.


If any of the situations listed in the Check for Exception section apply, select the check box and the **Continue** button to go to the "[W-2 Online Restrictions](#)" page.

Select the **Cancel** button to return to the [EWR home](#) page.

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Electronic Wage Reporting (EWR)

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Forms W-2/W-3 Online

Steps: 1 Employer Information 2 Form(s) W-2 3 W-2 List 4 W-3 Preview 5 Print & Review 6 Sign & Submit 7 Submission Confirmation 8 Save PDF

**1 Employer Information for this Wage Report**

Fields marked with an asterisk (\*) MUST be completed.

**Enter/Review Employer Information for this Wage Report**

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate [IRS employer tax return form](#).

\* Employer Name:

\* EIN:

\* Country:

Address Line 1:

Address Line 2:

\* City:

\* State Abbreviation (for U.S.)/Province:

\* ZIP/Postal Code:

ZIP Ext. (U.S. only):

**Contact Person for this Submission**

\* Name:

\* E-mail:

\* Phone:  Ext:

Fax:

**Other Information**

Please fill in the following if they apply to you (these are generally uncommon).

Other EIN Used this Year for this Employer:

Establishment Number:

W-3 Control ID:

**Kind of Payer**

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

\* Kind of Payer:  
**Warning:** Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

☐ 941 (Regular)

☐ Household Employer

☐ 943 (Agriculture)

☐ 944 (Regular)

☐ CT-1 (Railroad)

☐ Medicare Government Employer (For Government Employers only)

**Kind of Employer**

Select the Kind of Employer that best describes your situation.

☐ Federal Government

☐ Tax Exempt Employer (501c Non-Govt)

☐ State and Local Governmental Employer (State/Local Non-501c)

☐ State and Local Tax Exempt Employer (State/Local 501c)

☐ None Apply

☐ Third-party Sick Pay

Cancel

Continue >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 10:** On the Employer Information for this Wage Report page:

Enter or review Employer Information, Contact Person information, Other Information and select the Kind of Payer and the Kind of Employer, then select the **Continue** button to go to the “[Enter W-2 Information](#)” page.

If W-2 reports from last year exist, the system will display these reports.

**Forms W-2/W-3 Online**

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**① Employer Information for this Wage Report (PERMANENTE MEDICAL GROUP INC)**

W-2 Reports from last year exist which may be used for prefilling data for this year's reports. To use these reports, select one of the WFIDs below, otherwise select **Continue**.

WFID	Date Submitted	# of W-2s
<a href="#">KVX604</a>	10-17-2011	1
<a href="#">KVX316</a>	10-12-2011	1
<a href="#">KVX324</a>	10-12-2011	1
<a href="#">KVX379</a>	10-13-2011	1
<a href="#">KVX383</a>	10-13-2011	1
<a href="#">KVX394</a>	10-14-2011	1
<a href="#">KVX395</a>	10-14-2011	1
<a href="#">KVX396</a>	10-14-2011	1
<a href="#">KVX398</a>	10-14-2011	1
<a href="#">KVX399</a>	10-14-2011	1
<a href="#">KWB015</a>	02-06-2012	1

Cancel Continue >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

The user can choose to use these reports for Data Assist purpose by selecting one of the WFIDs to go to the [W-2\(s\) Available for WFID XXXXXX](#) page or choose to create a new W-2 by selecting **Continue** button to go to the “[Enter W-2 Information](#)” page.

Select the **Cancel** button to return to the [EWR home](#) page.

**Forms W-2/W-3 Online**

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**② W-2(s) Available for WFID KVV907 (TEST INC)**

Please select W-2s for prefill this year's W-2s.

Select All	Name	SSN
<input type="checkbox"/>	SRINI, DAMA	XXX-XX-1234

Cancel << Previous Continue >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 11:** On the W-2(s) Available for WFID XXXXXX page:

Select W-2(s) for prefill this year's W-2(s), and then select the **Continue** button to go to the "[W-2 List for this submission](#)" page.

Select the **Previous** button to return to the "[Employer Information for this Wage Report](#)" (with W-2 reports) page.

Select the **Cancel** button to return to the [EWR home](#) page.


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**Forms W-2/W-3 Online**


Steps: ① Employer Information ② Form(s) W-2 ③ **W-2 List** ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**③ W-2 List for this Submission (TEST INC)**

To review or edit a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

The Status column displaying a  symbol indicates that the form has been prefilled and is not completed. To complete a form, please select a name.


Form(s) W-2 Entered: 1



Status	Order Entered	Name	SSN	Wages (box 1)	
	1.	<a href="#">DAMA, SRINI</a>	XXX-XX-1234	-	<a href="#">Delete</a>
<b>Total</b>				<b>\$0.00</b>	

[Save and Quit](#)
[Edit Employer Information](#)
[Start a New W-2 >>](#)
[Continue to W-3 Preview >>](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 12:** On the W-2 List for this Submission page:

The Status column displaying a  symbol indicates that the form has been prefilled and not completed. To complete a form, please select a name to go to the "[Enter W-2 Information](#)" page.

When all prefilled forms are completed,  will be replaced by .

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**Forms W-2/W-3 Online**

Steps: ① Employer Information ② Form(s) W-2 ③ **W-2 List** ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**③ W-2 List for this Submission (TEST INC)**

To review or **edit** a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

This report was last modified on 04-22-2012. Form(s) W-2 Entered: 3

Status	Order Entered	Name	SSN	Wages (box 1)	
✓	1.	DAMA, SRINI	XXX-XX-1234	\$100.00	<a href="#">Delete</a>
✓	2.	TEST TEST	XXX-XX-2121	\$434.00	<a href="#">Delete</a>
✓	3.	TEST TEST TWO	XXX-XX-2432	\$100.00	<a href="#">Delete</a>
<b>Total</b>				<b>\$634.00</b>	

[Save and Quit](#)
[Edit Employer Information](#)
[Start a New W-2 >>](#)
[Continue to W-3 Preview >>](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

Select a name to view and edit the W-2 data.


Select the **Delete** link to delete the W-2. When you select the delete link, “[Are you sure you want to delete this W-2](#)” page will be displayed for your assistance.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to the Social Security Administration (SSA). When you select this button, “[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

Select the **Edit Employer Information** button to go to the “[Employer Information for this Wage Report](#)” page.

Select the **Start a New W-2** button to go to the “[Enter W-2 Information](#)” page.

Select the **Continue to W-3 Preview** button to go to the “[W-3 Preview for this Submission](#)” page. If one of the prefilled forms has not been completed, the **Continue to W-3 Preview** button will not be active.

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 <b>Forms W-2/W-3 Online</b>					
<b>Steps:</b> ① Employer Information ② <b>Form(s) W-2</b> ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF					
<b>② Enter W-2 Information</b> You are currently working on W-2 number: 1 of 50.					
Fields marked with an asterisk ( * ) MUST be completed.					
<b>a * Employee's social security number</b> <input type="text"/> - <input type="text"/> - <input type="text"/>		For official use only OMB No. 1545-0008			
<b>b Employer identification number</b> 53 - 0090868		<b>1 Wages, tips, other compensation</b> \$ <input type="text"/>		<b>2 Federal income tax withheld</b> \$ <input type="text"/>	
<b>c Employer's name, address, and ZIP code</b> GH KH, MD 21211		<b>3 Social security wages</b> \$ <input type="text"/>		<b>4 Social security tax withheld</b> \$ <input type="text"/>	
		<b>5 Medicare wages and tips</b> \$ <input type="text"/>		<b>6 Medicare tax withheld</b> \$ <input type="text"/>	
		<b>7 Social security tips</b> \$ <input type="text"/>		<b>8 Allocated tips</b> \$ <input type="text"/>	
<b>d Control number</b> <input type="text"/>		<b>9 Not Applicable</b>		<b>10 Dependent care benefits</b> \$ <input type="text"/>	
<b>e Employee's first name, middle initial, last name and suffix</b> * First: <input type="text"/> Middle: <input type="text"/> * Last: <input type="text"/> Suffix: <input type="text"/>		<b>11 Nonqualified plans</b> Section 457 distributions or contributions \$ <input type="text"/> Not section 457 distributions or contributions \$ <input type="text"/>		<b>12a</b> Code: <input type="text"/> \$ <input type="text"/>	
<b>f Employee's address</b> * Country: United States Address line 1: <input type="text"/> Address line 2: <input type="text"/> * City: <input type="text"/> U.S. address or a foreign address * State/Province: <input type="text"/> * ZIP/Postal code: <input type="text"/> ZIP Ext. (U.S. only): <input type="text"/>		<b>13</b> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		<b>12b</b> Code: <input type="text"/> \$ <input type="text"/>	
		<b>14 Other</b> Description(1): <input type="text"/> Amount(1): \$ <input type="text"/> Description(2): <input type="text"/> Amount(2): \$ <input type="text"/> Description(3): <input type="text"/> Amount(3): \$ <input type="text"/>		<b>12c</b> Code: <input type="text"/> \$ <input type="text"/>	
				<b>12d</b> Code: <input type="text"/> \$ <input type="text"/>	
<b>15 Employer's State ID number</b> <input type="text"/>		<b>16 State wages, tips, etc.</b> \$ <input type="text"/>		<b>17 State income tax</b> \$ <input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<b>18 Local wages, tips, etc.</b> \$ <input type="text"/>		<b>19 Local income tax</b> \$ <input type="text"/>		<b>20 Locality name</b> <input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<div> <input type="button" value="Save and Create a New W-2 &gt;&gt;"/> <input type="button" value="Save and Go to Next W-2 &gt;&gt;"/> <input type="button" value="Save and Go to W-2 List &gt;&gt;"/> </div> <div> <input type="button" value="Cancel Changes"/> <input type="button" value="Delete this W-2"/> </div>					
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.					

**STEP 13:** On the Enter W-2 Information page:

Select the **Save and Create a New W-2** button to save this W-2 information and create a new W-2. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2 or by selecting the override checkbox.

Select the **Save and Go to Next W-2** button to save this W-2 information and edit next W-2 on the W-2 List for this Submission page. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2 or by selecting the override checkbox.

Select the **Save and Go to W-2 List** button when you finish creating or editing W-2s to go to the “[W-2 List for this Submission](#)” page.

*You can enter a maximum of fifty W-2s. The number of the current W-2 is displayed at the top of the “Enter W-2 Information” page. When entering your fiftieth W-2, the system will no longer display the **Save and Create a New W-2** button.*

Select the **Cancel Changes** button to discard changes made to this W-2 and go to the “[W-2 List for this Submission](#)” page.

Select the **Delete this W-2** button: If the form has been saved previously, the system will display the “[Are you sure you want to delete this W-2](#)” page; If the form has not been saved previously, the system will display the “[W-2 List for this Submission](#)” page.

Social Security Online Electronic Wage Reporting (EWR)			
www.socialsecurity.gov EWR Home   E-mail a Wage Reporting Expert   Keyboard Navigation   Logout			
Forms W-2/W-3 Online			
Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ <b>W-3 Preview</b> ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF			
<b>4 W-3 Preview for this Submission</b>			
Ensure that the information on your Form(s) W-2 for this employer <a href="#">reconciles</a> with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.			
To edit this data, please <a href="#">Return to W-2 List</a> and select the W-2 you need to edit.			
a Control number	For official use only OMB No. 1545-0008		
b Kind of payer <b>941 - Regular</b>	1 Wages, tips, other compensation <b>\$4,587.00</b>	2 Federal income tax withheld <b>\$1.00</b>	
Kind of employer <b>Federal Government</b>	3 Social security wages <b>\$0.00</b>	4 Social security tax withheld <b>\$0.00</b>	
c Total number of forms W-2 <b>2</b>	d Establishment number	5 Medicare wages and tips <b>\$0.00</b>	6 Medicare tax withheld <b>\$0.00</b>
e Employer identification number <b>53-0090868</b>		7 Social security tips <b>\$0.00</b>	8 Allocated tips <b>\$0.00</b>
Employer's name, address, and ZIP code <b>ASD F, MD 21211</b>	9 Advance EIC payments <b>\$0.00</b>	10 Dependent care benefits <b>\$0.00</b>	
	11 Nonqualified plans <b>\$0.00</b>	12a Deferred compensation <b>\$0.00</b>	
	13 For third-party sick pay use only	12b Not Applicable	
	14 Income tax withheld by payer of third-party sick pay <b>\$ 0.00</b>		
h Other EIN used this year	<p><b>Note:</b> The state and local totals below reflect a straight summation of the state and local data you entered on the Forms W-2. If you use this form for reporting to your state and your state has different rules for reporting these totals, you may enter your own totals using your state's rules without affecting the amounts on the Forms W-2. <b>Social security will not use this information and will not forward it to any State or local entity.</b></p> <p>You must check here to confirm these are the totals you want to show on this Form W-3.</p> <p>I Agree <input type="checkbox"/></p>		
15 State Employer's state ID number <b>MD   1341WW</b>	16 State wages, tips, etc. <b>\$ 23.00</b>	17 State income tax <b>\$ 2.30</b>	
	18 Local wages, tips, etc. <b>\$ 0.00</b>	19 Local income tax <b>\$ 0.00</b>	
Contact person <b>DQTV TEST</b>	Telephone number <b>4105556666</b>		
E-mail address <b>BRYAN.LYONS@SSA.GOV</b>	Fax number		
<a href="#">Save and Quit</a>		<a href="#">Continue &gt;&gt;</a>	
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.			

**STEP 14:** On the W-3 Preview for this Submission page:

The totals displayed in Boxes 16, 17, 18, and 19 are straight summations of state tax information entered on the Forms W-2. If you intend to use this form for reporting to your state and your state has different rules for reporting those totals, you may enter your own totals and select the **I Agree** check box to continue. This information will not be used by Social Security, nor will it be forwarded to any state or local entity.

Select the **Continue** button to go to the [“Print Unsubmitted Form\(s\) W-2/W-3 for Review”](#) page.

Select the **Return to W-2 List** button to return to the [“W-2 List for this Submission”](#) page.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, [“Are you sure you want to save and exit W-2 Online”](#)

[without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

The screenshot shows the 'Forms W-2/W-3 Online' interface. At the top, there's a red banner with 'Social Security Online' and 'Electronic Wage Reporting (EWR)'. Below it, navigation links include 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main heading is 'Forms W-2/W-3 Online'. A progress bar shows steps 1 through 8, with step 5 'Print & Review' highlighted. The current step is '5 Print Unsubmitted Form(s) W-2/W-3 for Review'. It contains a list of instructions: print the PDF, give copies to employees, return to the W-2 list if changes are needed, proceed to 'Sign & Submit' if accurate, and check IRS deadlines. A section titled 'Your Unsubmitted Copy' shows a message that the work is saved and provides a link to 'Print Unsubmitted W2/W3 257091742.tmp', along with links for 'What's in this PDF?' and 'Problems Printing Form(s) W-2?'. At the bottom are buttons for 'Save and Quit', '<< Return to W-2 List', and 'Continue >>'. A footer note provides contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

**STEP 15:** On the Print Unsubmitted Form(s) W-2/W-3 for Review page:

Select the **Continue** button to go to the “[Sign and Submit](#)” page.

Select the **Return to W-2 List** button to return to the “[W-2 List for this Submission](#)” page.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, “[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

The screenshot shows the 'Forms W-2/W-3 Online' interface. At the top, there's a red banner with 'Electronic Wage Reporting (EWR)' and the Social Security Online logo. Below the banner, a navigation bar lists steps 1 through 8: 1 Employer Information, 2 Form(s) W-2, 3 W-2 List, 4 W-3 Preview, 5 Print & Review, 6 Sign & Submit (highlighted), 7 Submission Confirmation, and 8 Save PDF. The main content area is titled '6 Sign and Submit'. It contains a blue box with a declaration: 'Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me. By checking agreement below and selecting the "Submit this Wage Report" button, I affirm that the above statement is true.' Below this is a checkbox labeled 'I, BRYAN LYONS, read and agree with the above.' and a note: 'Note: You are only attesting to the accuracy of this information.' At the bottom, there are three buttons: 'Save and Quit' (blue), '<< Previous' (blue), and 'Submit this Wage Report >>' (green). A red asterisk note at the bottom left states: '\* Once you submit this wage report electronically, do not send any paper forms to SSA.' A footer at the very bottom provides contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

**STEP 16:** On the Sign and Submit page:

Select the check box to attest to the accuracy of the report and select the **Submit This Wage Report Correction** button to submit your wage report correction. The system will display the [“Confirmation Receipt - Your File Was Received”](#) page with a pop-up window.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report correction to SSA. When you select this button, [“Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA”](#) page will be displayed for your assistance.

Select the **Previous** button to return to the [“Print Unsubmitted Form\(s\) W-2 for Review”](#) page.

Social Security Online
**Electronic Wage Reporting (EWR)**

[www.socialsecurity.gov](#)
[EWR Home](#)
[E-mail a Wage Reporting Expert](#)
[Keyboard Navigation](#)
[Logout](#)

## Forms W-2/W-3 Online

**Steps:** ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit **⑦ Submission Confirmation** ⑧ Save PDF

### ⑦ Confirmation Receipt - Your File Was Received

Your wage report was submitted successfully. Thank you for using W-2 Online.

This Wage File Identifier (WFID) is your confirmation number: **KVZ300**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

! Do not mail us any paper Form(s) W-2 or W-3.

**Your Receipt**

Employer: <b>SSA</b>	Employer EIN: <b>53-0090868</b>
Tax year: <b>2010</b>	Payer type: <b>941 - Regular</b>
Received on: <b>09/14/2010 09:20 AM Eastern Time</b>	Form type: <b>W-2</b>

---

Received:	<b>1 Form W-2</b>		
Total wages:	<b>\$1,999.00</b>	Federal income tax withheld:	<b>\$888.00</b>
Social security wages:	<b>\$56.00</b>	Social security tax withheld:	<b>\$26.00</b>
Medicare wages and tips:	<b>\$221.00</b>	Medicare tax withheld:	<b>\$3.00</b>

#### What You Should Do Next

- Keep a printout of this page for 4-7 years as proof of your filing date.
- Print and distribute** the Form(s) W-2 to your employees if you have not already done so.

! Do not mail us any paper Form(s) W-2 or W-3.

#### What to Expect

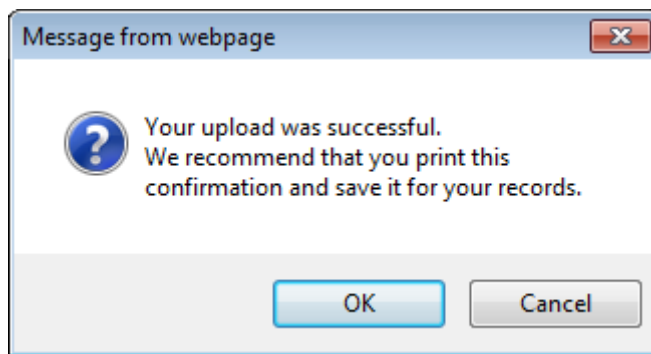
- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage. It may take 4-6 weeks for your wage report to process.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.
- If you need to make a correction to this wage report, ensure that the status of the report is COMPLETE. Then you can use the W-2c application to make corrections.

Print this Page

Go to Save Official PDF >>

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 17:** On the pop-up window:



Select the **OK** button to print the “[Confirmation Receipt - Your File Was Received](#)” page.

Select the **Cancel** button to close the pop-up window.

**STEP 18:** On the [Confirmation Receipt – Your File Was Received](#) page:

Select the **Print this Page** button to print the confirmation page.

Select the **Go to Save Official PDF** button to go to the [Save PDF](#) page.

*Your wage file will be available for you to review under your BSO account until the date displayed on your “Save PDF” page.*

**Social Security Online Electronic Wage Reporting (EWR)**  
[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

**Forms W-2/W-3 Online**

**Steps:** ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ **Save PDF**

**8 Save PDF**

- Save the official PDF file below to your hard drive so that you can reference it later.
- Once you have closed this session, the file will only be available for 120 days. Saving it to your hard drive will allow you to reference it later.

**Save Your Official Copy**

\*Important: Save an official copy of the submitted file on your computer\*

Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.

This file will be available online until 01-12-2011.

To save the file below to your hard drive, open the file and use the "Save" menu option.

[KVZ300.pdf \(Final\)](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2 ?](#)

**! Do not mail us any paper Form(s) W-2 or W-3.**

[EWR Home](#) [View Unsubmitted Reports](#) [Start a New Report](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 19:** On the Save PDF page:

Right click the file name (<filename.pdf>) to view or save the submitted report.

Select the **Start a New Report** button to return to the “[Before You Create Your Form\(s\) W-2/W-3](#)” page.

Select the **View Unsubmitted Reports** button to go to the “[Unsubmitted Reports](#)” page.

Select the **EWR Home** button to go to the [EWR home](#) page.

## LESSON 2: DOWNLOAD SUBMITTED REPORTS

Follow the instructions below to download an Adobe file containing Forms W-2 and W-3 for a W-2 Online report submitted within the last 30 days.

Submitted wage report files are available for 30 days or until December 31, whichever comes first.

**STEP 1:** Select the **Save (or Print) Submitted W-2 Report(s)/PDF to Your Computer** link under the Forms W-2/W-3 Online tab on EWR home page. The system displays the “Download Submitted Reports” page.

Social Security Online Electronic Wage Reporting (EWR)

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

**Forms W-2/W-3 Online**

### Download Submitted Reports

To view, save or print reports submitted to SSA, select the report by the name. The PDF provided is for printing and record keeping purposes, to be provided to your employees. [Problems Printing Form\(s\) W-2?](#)  
**Please note:** Files are only available for 120 days and will not be available after that time.

Reports Submitted: 30

WFID	Date Submitted
<a href="#">KVY605.pdf</a>	01-11-2010
<a href="#">KVY751.pdf</a>	03-08-2010
<a href="#">KVY769.pdf</a>	03-19-2010
<a href="#">KVY770.pdf</a>	03-19-2010
<a href="#">KVY829.pdf</a>	05-12-2010
<a href="#">KVY863.pdf</a>	07-14-2010

[Quit](#) [Start a New Report](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 2:** Right-click the WFID link on the “Download Submitted Reports” page to display a menu including the following options:

- Select **Save Target As** to download the report onto your computer.
- Select **Open in New Window** to view the file.

**Note:** Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it at <http://www.adobe.com>.

**Note:** If a submission has been deleted through the Submission Status application by the user, a message will be displayed to let the user know that the report is not downloadable.


Select the **Quit** button to return to the [EWR home](#) page.

Select the **Start a New Report** button to proceed to the “[Before You Create Your Form\(s\) W-2/W-3](#)” page.

## Appendix: Other Pages


### 1. Are You Sure You Want to Delete this W-2 Page

If a user selects the “Delete This W-2” button on the “[Enter W-2 Information](#)” page, the system shall display the “Are you sure you want to delete this W-2” Page.

Social Security Online Electronic Wage Reporting (EWR)							
www.socialsecurity.gov EWR Home   E-mail a Wage Reporting Expert   Keyboard Navigation   Logout							
 <b>Forms W-2/W-3 Online</b>							
<b>Are you sure you want to delete this W-2?</b>							
<table border="1"> <thead> <tr> <th colspan="2">Options</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Yes"/></td> <td>Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.</td> </tr> <tr> <td><input type="button" value="No"/></td> <td>This will take you back to the W-2 List for this Submission page.</td> </tr> </tbody> </table>		Options		<input type="button" value="Yes"/>	Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.	<input type="button" value="No"/>	This will take you back to the W-2 List for this Submission page.
Options							
<input type="button" value="Yes"/>	Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.						
<input type="button" value="No"/>	This will take you back to the W-2 List for this Submission page.						
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.							

### 2. Are You Sure You Want to Save and Exit W-2 Online Without Submitting Your Annual Wage Report to SSA Page

If a user selects the “Save and Quit” button on the “[W-2 List for this Submission \(ABC Limited\)](#)” page, “[W-3 Preview for this Submission](#)” page, the “[Print Unsubmitted Form\(s\) W-2/W-3 for Review](#)” page or on the “[Sign and Submit](#)” page, the system shall display the “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” Page.

Social Security Online Electronic Wage Reporting (EWR)							
www.socialsecurity.gov EWR Home   E-mail a Wage Reporting Expert   Keyboard Navigation   Logout							
 <b>Forms W-2/W-3 Online</b>							
<b>Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?</b>							
<table border="1"> <thead> <tr> <th colspan="2">Options</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Yes"/></td> <td>Your employer information and Forms W-2VI will be saved until 12-28-2011. You may return to finalize and submit your annual wage report anytime between now and 12-28-2011.</td> </tr> <tr> <td><input type="button" value="No"/></td> <td>Continue working on this wage report.</td> </tr> </tbody> </table>		Options		<input type="button" value="Yes"/>	Your employer information and Forms W-2VI will be saved until 12-28-2011. You may return to finalize and submit your annual wage report anytime between now and 12-28-2011.	<input type="button" value="No"/>	Continue working on this wage report.
Options							
<input type="button" value="Yes"/>	Your employer information and Forms W-2VI will be saved until 12-28-2011. You may return to finalize and submit your annual wage report anytime between now and 12-28-2011.						
<input type="button" value="No"/>	Continue working on this wage report.						
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.							

### 3. Are You Sure You Want to Delete the Unsubmitted Report Page

If a user selects the “Delete” button on the “[Unsubmitted Reports](#)” page, the system shall display the “Are you sure you want to delete the unsubmitted report?” page.

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## Forms W-2/W-3 Online

**Are you sure you want to delete the unsubmitted report?**


Options	
<b>Yes</b>	Your unsubmitted wage report will be deleted.
<b>No</b>	You will be sent back to the Unsubmitted Reports page.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

#### 4. W-2 Online Restrictions Page

Users can access “W-2 Online Restrictions” page by selecting the “Continue” button on the “[Before Your Create Your Form\(s\) W-2/W-3](#)” page when the check box “Yes, one or more of these situations apply to this wage report” is selected.

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## Forms W-2/W-3 Online

### W-2 Online Restrictions

According to the answers you provided on the *Before You Start* page you are not eligible to use W-2 Online to file this wage report because of the restrictions and limitations of the W-2 Online system.

You may use the [File Upload application](#) if you have software that produces EFW2 formatted electronic files to file this wage report, you may use paper W-2 forms for filing this wage report or you may view a list of [vendors](#) who provide products and services which may enable you to file Forms W-2 electronically.

[EWR Home Page](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.